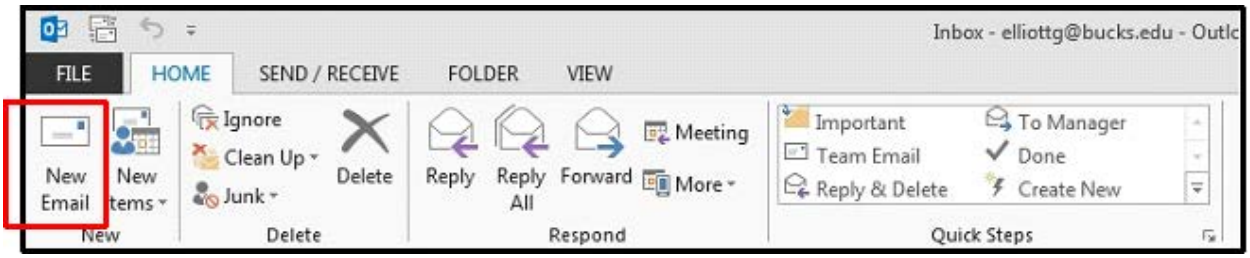
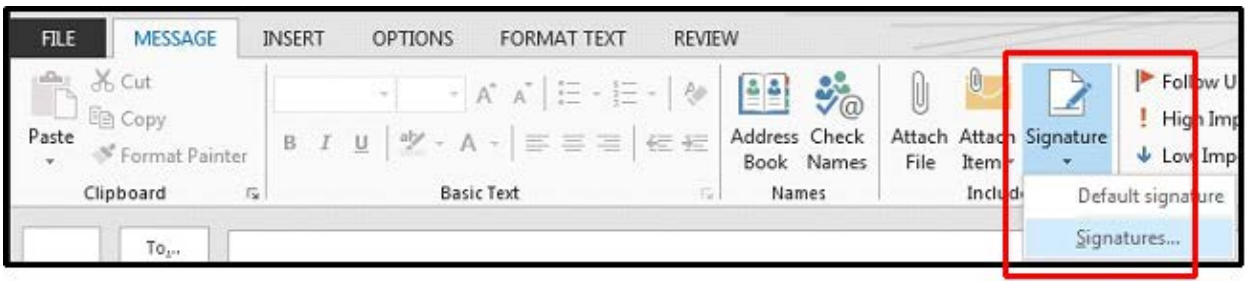
Creating an Email Signature in Outlook 2013

In order to create an email signature that contains your actual handwritten signature, you will need to scan a copy of your signature into the computer and save it in a picture format (jpg, png , bmp, tiff, etc.). Alternatively, you may also draw your signature in an image editing program such as Microsoft Paint. Instructions for Outlook 2013 are shown below.

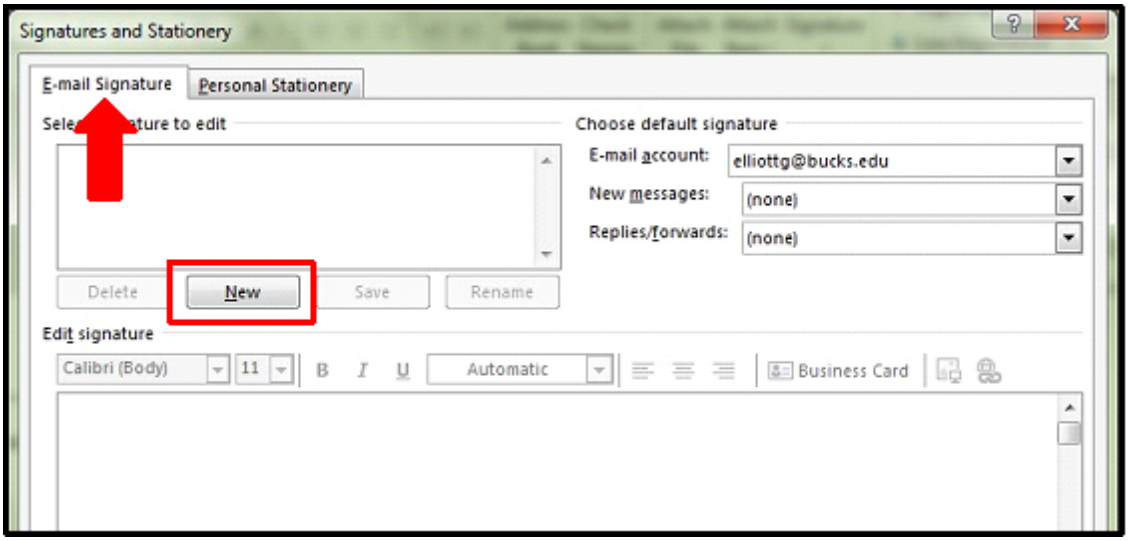
1. Open Outlook and click **New E-mail**.



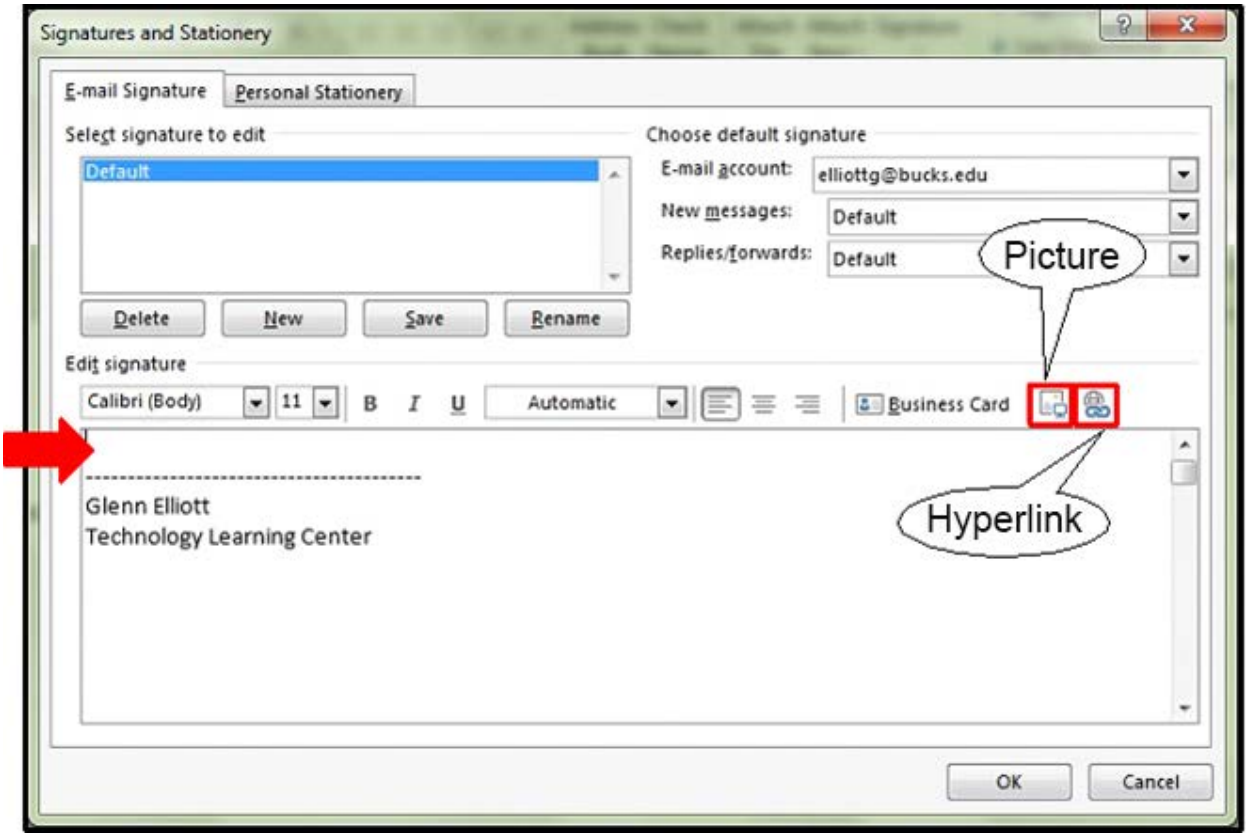
2. Click the **Signature** dropdown, and click the **Signatures…** option.



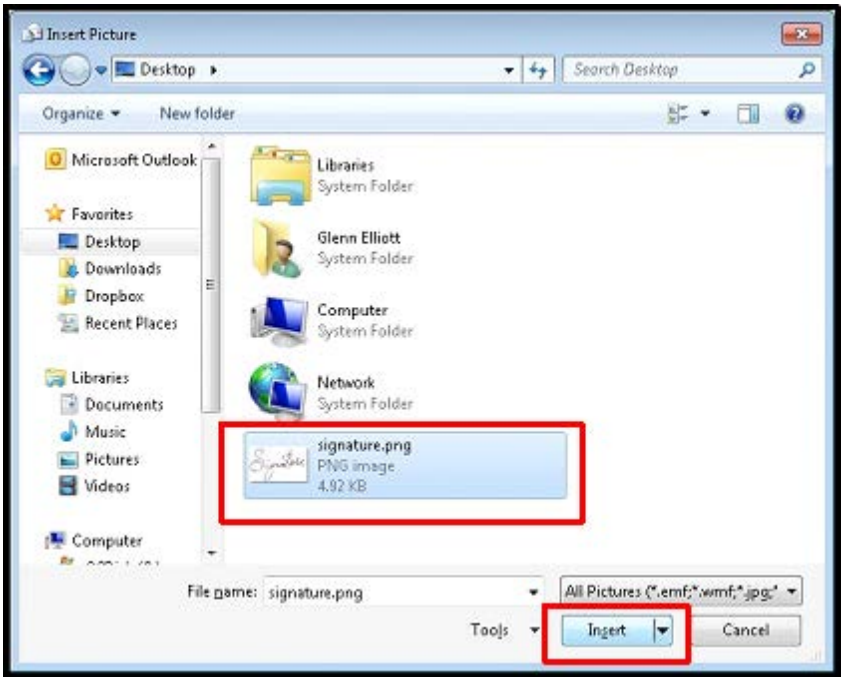
3. The **Signatures and Stationery** window appears. Under the **E-mail Signature** tab, click the
   New button. You will be prompted to choose a name for your new signature



4. Type in any text you want to appear in your signature in the **Edit signature** text box. If you wish to include a hyperlink in your signature, you can do so by clicking the **Hyperlink** icon. To insert an image or handwritten signature, click the **Picture** icon next to Business Card.



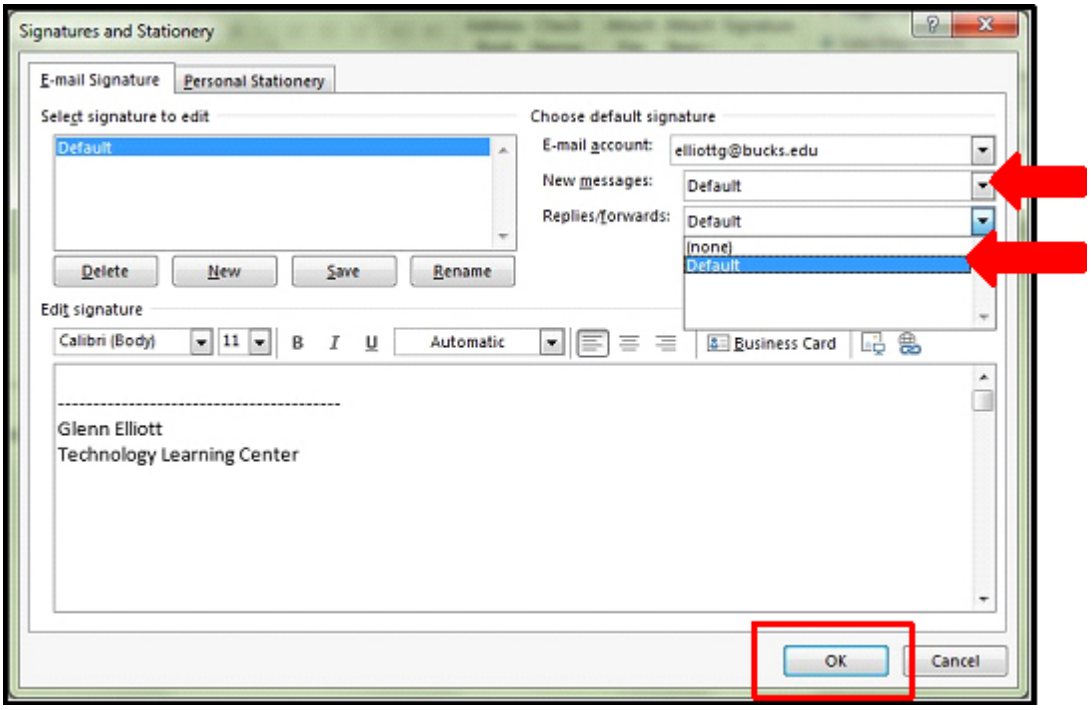
5. The **Insert Picture** window appears. Find the location of the saved picture of your handwritten signature, in this case, signature.png is saved on the Desktop. Double click on the picture to insert it into your email signature, or click once on the picture, and then click the **Insert** button.



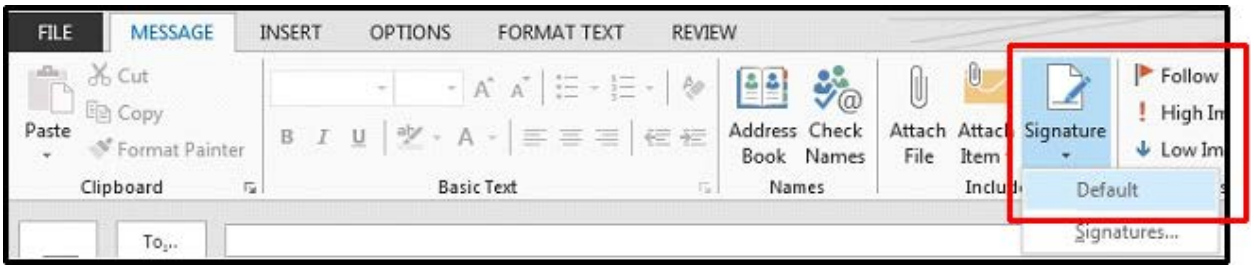
6. Your scanned handwritten signature should now appear in your email signature. Change the default signature for **New messages** and **Replies/forwards** to the signature you just created.

   This will apply the signature automatically when you create a new email, reply or forward. Click

   OK when you are finished editing and your new signature will be saved.



7. The blank email message window appears. Click **Signature** again and click the name of your new signature, in this case **Default**.



8. The new signature complete with the scanned handwritten signature will appear on your new email. Any new email you create will use this custom signature until you specify otherwise.